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BUSINESS PROCESS

ONLINE REPORTING SET UP AND MAINTENANCE

ONLINE REPORTING – WHAT IS IT?

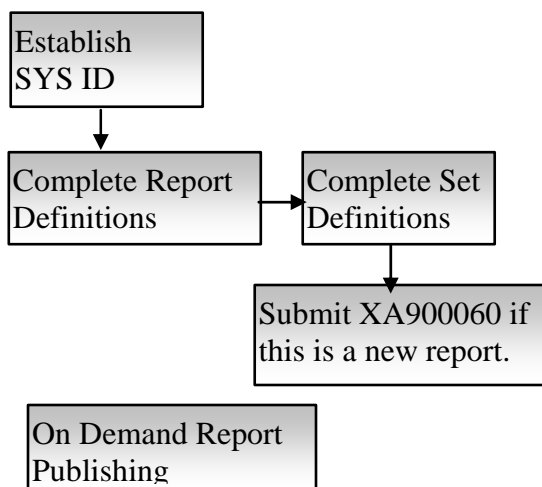
Online Reporting provides state agencies with the ability to view their reports on the Internet. The online reporting application is secure with its own security checks and balances, which ensure confidentiality for the users. Agencies access reports via the Internet so they do not require any software except a web browser and Adobe Acrobat.

The Online Reporting application consists of mainframe and Internet set ups to make the reports available online. The purpose of the mainframe set-ups is to define various elements of a report. All of the reports are individually defined and those definitions are stored in a database table. These elements are referenced and used when the report is actually “built” and passed to the web. The SCO deposits reports created through the nightly Input Edit and Update (IEU) into a database. This database is accessed when a user views a report through their web browser.

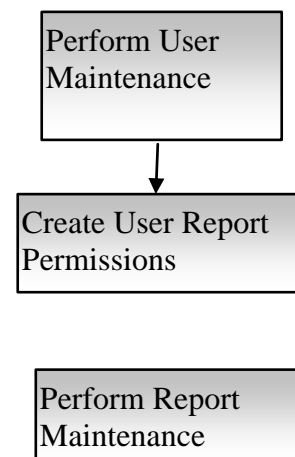
PROCESS FLOWCHART

The following flowchart outlines the process to follow for the Utility Web Report Publisher and the Web Online Reporting. While some dependencies exist between the mainframe and web maintenance processes, they are separate processes. The mainframe maintenance must be done prior to the web maintenance for the initial set up and publishing of a report. Once a report has been defined and published, the web user maintenance can be performed at any time.

Mainframe – performed first



Web



MAINFRAME SET-UPS - UTILITY REPORT WEB PUBLISHER

The SCO uses the mainframe Utility Web Report Publisher to do the mainframe set-ups. The Utility Web Report Publisher consists of the following four distinct sections.

- **Master Control Maintenance** – A system identifier or SYS ID identifies for the user which system produces the report. In this section, an IT System Administrator (CSC Systems Bureau) can establish the system identifier (SYS ID) and application administrator. An application administrator must be set up to update the view controls for each report in that SYS ID.
- **User Reporting Control Maintenance** – In this section the Application Administrator can add, delete or change reports within a specific system identifier (SYS ID).
- **Report Set Maintenance** – In this section the Application Administrator can organize reports into types within the system identifier (SYS ID).
- **On Demand Report Download** – In this section the Application Administrator can request reports one at a time to be available to view online.

INTERNET SET-UPS – ONLINE REPORTING APPLICATION

The Internet set-ups are done through the web-based application called Online Reporting. The web Online Reporting Application consists of the following five sections.

- View Reports by Name
- View Reports by Date
- User Maintenance
- Report Download or Print at SCO
- Report Maintenance

ONLINE REPORTING UTILITY – UNDERSTANDING THE BASICS

The Application Administrator must complete several steps before a user can view a report online. Each step and the order they must be performed are as follows.

MAINFRAME

- A SYS ID must be established (CSC)
- The report definitions must be entered
- Report sets must be established
- The report must be added to a report set
- A job must be created to load the reports (CSC)
- Job XA900060 must be run to update Report IDs and Titles

WEB

- Add the user to each SYS ID
- Define what reports the user can see for each SYS ID
- Define the permissions for each report within each SYS ID

UTILITY REPORT WEB PUBLISHER – UNDERSTANDING THE BASICS

IT SYSTEM ADMINISTRATOR

The highest level of security for the Online Reporting utility is the IT System Administrator (CSC Systems Bureau). These individuals have the ability to establish security for the Application Administrator, who in turn has the ability to establish security for Agency Administrators and users.

APPLICATION ADMINISTRATOR

The Application Administrators may perform maintenance for reports and users. Report maintenance is performed on the mainframe and online. User maintenance is only performed online. There are three allowed Application Administrators for each SYS ID.

SYS ID

The system identifier, or SYS ID, is a mechanism to determine what system produces the report. It is also used to group reports by type. To create a new SYS ID, the Application Administrator must make a request to the IT Systems Administrator. The request should be sent by e-mail to the SCO Help Desk with Online Reporting Support as the subject line. Information required by the IT System Administrator is:

- The SYS ID. This has a maximum of 8 characters and cannot contain spaces. It should be as recognizable as possible for the reports it contains.
- The System Name. This is a more descriptive title, up to 25 characters, for the SYS ID.
- A bill code. Statewide Accounting uses 'DAF' as the bill code.
- Control fields (indexing information). There are six possible control field names. Two fields are required (Report Date and Org/Agency). The Application Administrator may define the remaining four control fields if needed. It is not a requirement to have all six-control fields defined.
- Mainframe user ids for the Application Administrators.

The following is an example of a SYS ID set up.

XA900010	STATE OF IDAHO	03/26/2004
XA90M10C	UTILITY WEB REPORT PUBLISHER	15:00:49

MASTER CONTROL MAINTENANCE

SYSTEM-ID >>>= SFINCL SYSTEM NAME >>>= STARS FINANCIAL REPORTS_

OWNER BILL CODE >>>= DAF REPORT REQUEST SYSTEM >>>= _____

ADMINISTRATOR USER-ID'S >>>= XAP1030_ DAF2396_ DAF2394_

CONTROL FIELD NAMES >>>=

1. REPORT DATE
2. ORG/AGENCY
3. VIEW CONTROL 1
4. VIEW CONTROL 2
5. VIEW CONTROL 3
6. VIEW CONTROL 4

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

This field is not being used. It will be removed later.

Once the SYS ID has been set up, the Online Reporting Support Team will populate the new information to the database and update the mainframe. They will notify the Application Administrators, via a GWI e-mail, that they are able to continue with their set up process.

Each report must be associated with at least one SYS ID. A report can be associated with multiple SYS IDs.

The SYS IDs currently defined are:

DSAONLY	Reports that will generally only be viewed by DSA personnel.
FASMT	FAS month end reports.
FASQT	FAS quarter end reports.
FASWK	FAS week end reports.
FASYR	FAS year end reports.
FCNTRL	Daily control reports generated from FAS.
FFINCL	Requestable financial reports generated from FAS.
FTABLE	Table reports generated from FAS.
QUAL	All reports generated from the STARS/FAS simulation system.
SCNTRL	Daily control report generated from STARS.
SFINCL	Requestable financial reports generated from STARS.
STABLE	Table reports generated from STARS.
STARSMT	STARS month end reports.
STARSQT	STARS quarter end reports.
STARSWK	STARS week end reports.
STARSYR	STARS year end reports.

Extreme caution should be used in making changes to or deleting SYS IDs that have published reports associated with them. Many dependent relationships exist between the reports and the SYS IDs within the jobs, programs, and database that are all an integral part of the process. For example, the SYS ID is named in each job that publishes the reports. The reports sets within that SYS ID may also be defined in the job. If a new SYS ID is added or deleted these jobs must be modified to recognize the change. Also, the reports published prior to the change will still be associated with the previous SYS ID and will no longer be viewable if they are not recreated with the new SYS ID, or the SYS ID in the database manually changed by the program staff.

If it is absolutely necessary to make a change or deletion, contact Steve Falter and Dave Davies for assistance to ensure all required changes are made.

ACCESSING THE UTILITY WEB REPORT PUBLISHER

The Application Administrator will logon on to CICS PROD. At a clear screen, type in WRPT. You will receive the following menu:

XA90MENU	STATE OF IDAHO	03/26/2004
XA90M000	UTILITY WEB REPORT PUBLISHER	13:52:59
MASTER MENU		
_ MASTER CONTROL MAINTENANCE		
_ USER REPORTING CONTROL MAINTENANCE		
_ REPORT SET MAINTENANCE		
_ ON DEMAND REPORT DOWNLOAD		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
BACK		

The various options are:

- Master Control Maintenance – The IT System Administrator uses this option when defining a new SYS ID. To add a new SYS ID contact Marla Marchant. An Application Administrator will use this option when changing or adding new Application Administrators or verifying the information associated with a particular SYS ID.
- User Reporting Control Maintenance – This option is used by the Application Administrator to add, delete or change report definitions within a specific SYS ID.

- **Report Set Maintenance** – This option is used by the Application Administrator to organize reports within System IDs and control which reports are published to the Online Application. Report Sets can also be used to group reports based on when they were created. For example, a report set defined as “Monthly” or “Quarterly” is used to publish certain reports that are generated when the STARS SM Report flag is set to ‘Y’ for that time period. **If a report is created through STARS report distribution but not defined in a report set, it will not be published to the web.**

Manually submitted jobs that create **single** reports are published as part of the job. Examples of these types of reports are DA801010 that creates DAFR0263, Travel Express Interface Transactions and DA801015 that creates DAFR0278, Pcard Interface Transactions. The job controls what report to publish based on the SYS ID and Report ID and DSN. (DSN is optional.) . While it is not necessary to define the reports in a report set, as a mechanism for documenting those reports a specific report set (Manual Job) has been defined for each SYS ID as needed.

Manually submitted jobs that create **multiple** reports can also be published as part of the job. These types of reports must have their own report set. The report set name is defined as the job name. For example, DA809102 creates the DAFR2671, Treasurer’s Reconciliation Report and DAFR0275, Treasurer’s Grant Reconciliation Report. The SYS ID is DSAONLY and the report set name is DA809102. The job controls what reports to publish based on the SYS ID and Report Set.

For a list of the report sets used by statewide submit job DA80WRPL as indicated in the Reports are of this document.

- **On Demand Report Download** – This option is used by the Application Administrator to request reports one at a time to be available to view using the Online Application. For example, if a report were added to a report set after the rest of the reports in the report set had been published online, this option would allow you to upload just the new report. This function can be used for multiple reports, although each report must be done separately, and can be performed as many times a day as needed.

USING THE OPTIONS IN THE UTILITY WEB REPORT PUBLISHER

MASTER CONTROL MAINTENANCE

At the main menu, place an 'x' before the option you wish to use. Press ENTER. Upon selecting "Master Control Maintenance" you will receive the following screen:

XA900010	STATE OF IDAHO	03/26/2004
XA90M10A	UTILITY WEB REPORT PUBLISHER	13:54:41
MASTER CONTROL MAINTENANCE		
SYSTEM-ID >>>= _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
END LIST		

Enter the SYS ID you wish to work with, or press PF5 to receive a list of SYS IDs to choose from. After selecting a report from the list, or entering a SYS ID (in this example the SYS ID was DSAONLY) the following screen will be displayed:

XA900010	STATE OF IDAHO	03/26/2004
XA90M10C	UTILITY WEB REPORT PUBLISHER	13:55:30
MASTER CONTROL MAINTENANCE		
SYSTEM-ID >>>= DSAONLY SYSTEM NAME >>>= DSA - INTERNAL REPORTS____		
OWNER BILL CODE >>>= DAF REPORT REQUEST SYSTEM >>>= _____		
ADMINISTRATOR USER-ID'S >>>= DAF2396_ DAF2394_ DAF2838_		
CONTROL FIELD NAMES >>>=		
1. REPORT DATE		
2. ORG/AGENCY		
3. VIEW CONTROL 1		
4. VIEW CONTROL 2		
5. VIEW CONTROL 3		
6. VIEW CONTROL 4		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
END LIST		

The only information the Application Administrator can update is the Administrator User IDs. Each SYS ID allows three CICS user ids of the persons that can access the Utility Web Report Publisher.

USER REPORTING CONTROL MAINTENANCE

At the main menu, place an 'x' before the option you wish to use. Press ENTER. Upon selecting "User Reporting Control Maintenance" you will receive the following screen:

XA900020	STATE OF IDAHO	03/26/2004
XA90M20A	UTILITY WEB REPORT PUBLISHER	13:56:20

USER REPORTING CONTROL MAINTENANCE

SYSTEM-ID >>>= _____ REPORT-ID >>>= _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
END LIST

When adding a new report, enter both the System ID and Report ID. Then press ENTER. To view or change an existing entry, either enter both the System ID and Report ID or press F5 for a list to choose from. After making your selection (DAFR6930) you'll receive the following screen:

XA900020	STATE OF IDAHO	04/27/2006
XA90M20C	UTILITY WEB REPORT PUBLISHER	08:49:56

USER REPORTING CONTROL MAINTENANCE

SYSTEM-ID >>>= SFINCL REPORT-ID >>>= DAFR6930
DATASET NAME >>>= ,DAF.S90.SEQ.F693_____
RETENTION DAYS >>>= ,99, MAXIMUM NUMBER OF VERSIONS >>>= ,99,
REPORT DESCRIPTION >>>= ,STATEWIDE REVENUES AND EXPENDITURES_____
OFFLINE/ARCHIVE >>>= ,0,
CONTROL FIELD NAMES >>>= LINE POSITION LENGTH
1. REPORT DATE____ ,__3, __2, __8,
2. ORG/AGENCY____ ,__2, __13, __3,
3. VIEW CONTROL 1_ ,__2, __13, __11,
4. VIEW CONTROL 2_ ,__, __, __,
5. VIEW CONTROL 3_ ,__, __, __,
6. VIEW CONTROL 4_ ,__, __, __,
,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
END LIST UP DOWN DEL

This purpose of the information in this section is to define various elements of a report. All of the report definitions are stored in a database table. These elements are referenced and used when the report is actually ‘built’ and passed to the web. This is also where the dataset name for each report is stored. Following is a list of the information needed, and how it is used:

Dataset Name – Reporting programs create a report or ‘output’ to a file or dataset. When reports are published to the web, the report is being retrieved from this output file. The dataset names for most reports can be found using D M, 3.4, DAF.S90.SEQ* as a report is created. However, some reports created datasets to be kept prior to the start of Online Reporting, such as DAF.S80.SEQ.F710. In those unique circumstances those reports will not exist in DAF.S90.SEQ*. The Stars Report Worksheet.xls lists all the reports and their datasets.

Retention Days – This defines how many days a report should remain available to be viewed online. The retention day becomes a part of the report (not visible to the viewer) when published. It is referenced when the report purge process runs to determine whether to retain or delete the report from the database. Reports are deleted based on the lesser of the retention day or the Maximum Number of Versions (below).

Maximum Number of Versions – Each time a dataset is created for a report, it receives it’s own identifier. This identifier is called a ‘version’. The maximum number of versions defines how many versions of a report should remain available to be viewed online. The maximum number of versions becomes a part of the report (not visible to the viewer) when published. It is referenced when the report purge process runs to determine whether to retain or delete the report from the database. Reports are deleted based on the lesser of the retention day (above) or the maximum number of versions.

Report Description – This is the title of the report. This is displayed next to the report number when an end user is in the ‘view reports’ portion of the web application.

Offline/Online Archive – This indicates whether the report will be archived for long-term storage. If a value of ‘0’ is entered, the report will not be archived but will be deleted based on the number of days and versions defined. If a value of ‘1’ is entered, the report will be archived. The Application Administrator can control how long the remains in the archive.

Control Field Names – These are used to define specific areas of a report for indexing purposes. They are also used as security or control mechanisms to limit a user to viewing only certain pieces of a report. Each control field must be identified by where that element can be found on a report. This includes the line (down the page), the position (across the page), and the length (how many characters the element includes). This information also becomes part of the report (not visible to

the viewer) when published). When a user selects a report to view from the web online reporting function, this information is retrieved. The web application will only pull the pieces of the report that user has the ability to see as defined in their web profile.

To find what line and column each control field is on a particular report, access the report using DAF.S90.SEQ* (or exception dataset) as noted under **Dataset Name** previously discussed.

The first two control fields are static and required on all reports. The first defines the report date. The second defines the agency and must always be set with a length of 3. The remaining four can be used for any element relating to a particular report. For example, on the DAFR8160, Trial Balance by Fund/Grant, the View Control 1 is the report request (from the Report Request Table control key), View Control 2 relates to Fund, and View Control 3 relates to a Grant. For the DAFR8360, Expenditures by PCA, Index, and Object, the View Control 1 is the report request (from the Report Request Table control key), View Control 2 relates Fund, View Control 3 relates to Fund detail, and View Control 4 is for a PCA.

At a minimum, the following fields must be completed when setting up a new report.

Dataset Name – Enter the dataset name from which the report is to be generated. The dataset name is defined in the program that produces the report output. If you do not know the dataset name, you can request it from our STARS support staff in CSC.

Retention Days and the **Maximum Number of Versions** – Enter the number of days the report is to be retained and the number of versions (copies of the dataset).

Current standards are listed below and are subject to change:

- Daily reports – 99
- Monthly reports – 99
- Table reports – 14
- SCO internal reports – 60
- Test system reports - 14

Report Description – Enter the descriptive name (Report Title) of the report.

Control Field Names – The control field names are established when the SYS ID is set up. You cannot change these names. If you want to be able to control view access to the report by specific elements, you need to enter the line number, position and length of the field of each different view control in the spaces provided. Examples of view control elements are fund, grant, or index. You do not have to enter every category. However, if you enter anything in the spaces provided for a particular category, you must enter all three.

REPORT SET MAINTENANCE

A report set is a listing of reports for each SYS ID that will be published to the web. While many report definitions are created in report maintenance, the programs that 'build' the reports for publishing only look at the report sets to determine which reports to publish. The relationship between these two areas could be equated to the relationship between the D64 and report request tables in STARS. All Requestable reports are defined in the D64 (report control maintenance). However, reports will only be created if requested in the report request table (report set). Each 'set' is simply a grouping of reports. Reports can be grouped in a variety of ways. A report set could be established that related to the point of time when that set or group of reports is created, such as monthly or yearly. Reports can be grouped by type, such as those comprised of financial information or reports that are simply table listings.

You must define a report set for each SYS ID. Statewide accounting has chosen to group their reports by type as opposed to by a period of time since STARS/FAS reports can be created at any point in time. For example, a report showing the financial information as of the end of the prior month is commonly created in STARS when the monthly reporting switch is set to Y and the report request generate date is 'month'. These can be referred to as 'monthly' reports. However, that same report can be requested everyday of the current month so there isn't a clear correlation between the report and the day it is generated. However, because of their cyclical process, for statewide payroll a set defined by a time period is very relevant (e.g. preprocessing or biweekly).

At the main menu, place an 'x' before the option you wish to use. Press ENTER. Upon selecting "Report Set Maintenance" you will receive the following screen:

XA900025	STATE OF IDAHO	03/26/2004
XA90M25A	UTILITY WEB REPORT PUBLISHER	14:01:20
REPORT SET MAINTENANCE		
SYSTEM-ID >>>= _____ REPORT SET ID >>>= _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
END LIST		

When adding a new Report Set, enter both the System ID and Report Set ID. Then press ENTER.

To view or change an existing entry either, enter both the System ID and Report Set ID or press F5 for a list of Report Sets to choose from.

XA900025	STATE PF IDAHO	03/26/2004
XA90M25C	UTILITY WEB REPORT PUBLISHER	14:03:54
PAGE 1	REPORT SET MAINTENANCE	
SYSTEM-ID >>>=	SFINCL	REPORT-SET-ID >>>= STARS FIN
DAFR0104__	DAFR0115__	DAFR0117__
DAFR0139__	DAFR0140__	DAFR0141__
DAFR0150__	DAFR0153__	DAFR0154__
DAFR0157__	DAFR0158__	DAFR0159__
DAFR0186__	DAFR0208__	DAFR0209__
DAFR0225__	DAFR0227__	DAFR0235__
DAFR0243__	DAFR0245__	DAFR0276__
DAFR1159__	DAFR1160__	DAFR1161__
DAFR4201__	DAFR4850__	DAFR6530__
DAFR6830__	DAFR6840__	DAFR6850__
DAFR6870__	DAFR6880__	DAFR6890__
DAFR6960__	DAFR6970__	DAFR6980__
DAFR7691__	DAFR7850__	DAFR8010__
DAFR8020__	DAFR8030__	DAFR8040__
DAFR8090__	DAFR8100__	DAFR8130__
DAFR8160__	DAFR8170__	DAFR8180__
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- END UP DOWN DEL SORT UPDT		

Add all reports associated with that set. Specific reports can also be deleted from one set and moved to another, or may be in multiple sets.

ON DEMAND REPORT DOWNLOAD

At the main menu, place an 'x' before the option you wish to use. Press ENTER. Upon selecting "Report Set Maintenance" you will receive the following screen:

XA900050	STATE OF IDAHO	03/26/2004
XA90M50A	UTILITY WEB REPORT PUBLISHER	14:02:30
ON DEMAND REPORT DOWNLOAD		
SYSTEM-ID >>>= _____ REPORT-ID >>>= _____		
REPORT DATASET NAME >>>= _____		
REPORT DESCRIPTION >>>= _____		
TO DOWNLOAD A SELECTED REPORT:		
Enter a valid System-Id and Report-Id. Pressing ENTER will retrieve the default data set name for that report. If the report you wish to download resides in an alternate data set, you may change the Report Data Set Name at this time. When the desired information has been entered, press PF5 to edit your selection. Pressing PF9 will process your request. PF3 will return you to the main menu.		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- END		

Follow the instructions on the screen to publish a report. You can override the report dataset name if necessary. Simply enter the dataset name you want to point to. Job DAFS8090 (if the dataset is DAF.S80) or DAFS9090 (if the dataset is DAF.S90) will be executed when you press the F9 key and the report will be loaded to the Online Reporting Application. **Note: be sure to let the job complete before submitting another one. The reports will not publish correctly if multiple jobs are running at the same time.** If this is a new report that has not previously been published, either the Application Administrator or Online Reporting Support must submit job XA900060 first to update the online table with report titles prior to publishing the report.

JOBS AND REPORTS

XA900060 – loads tables/titles

The report definitions created on the mainframe must be loaded into the database before reports can be published. This must be run when a new report is defined, an existing report is added to a new SYS ID, or a report title is changed. The job loads the SYS ID, report ID, and report title. The Application Administrator or CSC has the ability to submit the job.

There are multiple jobs that publish the reports to the web. A job can contain one SYS ID and one Report Set, one SYS ID and multiple report sets, or multiple SYS IDs and multiple report sets. These are shown as examples of how the report sets can work for separating reports into different groups or having a job that creates a report also publish that report.

DA80WRPL – creates a report showing all SYS IDs, every report and their definitions for each SYS ID, and a listing of reports in each Report Set. This must be submitted separately for each SYS ID. After accessing the job, on line 0062, replace DAFS80 with the SYS ID (e.g. SCNTRL) you want the listing for. Generally submitted by the Application Administrator. The job must be routed to the printer.

DA80WRP1 – publishes STARS reports to the web

This is part of the nightly processing, but can be done during the day if needed. When the reports are created the mainframe definitions for retention times, report date, org/agy, and view controls are associated with the report. The Application Administrator or CSC has the ability to submit the job.

```
(CICSMRP4) EDIT:XAS.PAN.ALLUSER.PANLIB(DA80WRP1) SYS004 - 12 COL=1-72 (1/1)
INPUT ==>, ,SCROLL:,CSR
==CMT>,XA90GENR - GENERATE WEB REPORTS - STARS
***** ,-----1-----2-----3-----4-----5-----6-----7--
009400, //STEP010 EXEC XA90GENR
009500, //BUILD.CMWKF02 DD *
009600, EXEC SFINCL DAFR8200
009700, EXEC SCNTL STARS CNTL
009800, EXEC STABLE STARS TBL
009900, EXEC DSAONLY DSA ONLY
010000, EXEC SFINCL STARS FIN

DA80WRP2 – publishes FAS reports to the web
This is part of the nightly processing, but can be done during the day if needed. When the reports are
created the mainframe definitions for retention times, report date, org/agy, and view controls are
associated with the report. The Application Administrator or CSC has the ability to submit the job.
(CICSMRP4) EDIT:XAS.PAN.ALLUSER.PANLIB(DA80WRP2) SYS004 - 8UPD=0 COL=1-72 (1/1)
INPUT ==>, ,SCROLL:,CSR
==CMT>,XA90GENR - GENERATE WEB REPORTS - FAS
***** ,-----1-----2-----3-----4-----5-----6-----7--
008400, /* LAST MODIFICATION STATEMENT: PAN LEVEL = OLD 005 CURRENT 008
008500, /* ANALYST: JOYE AUGER
008600, /* DEPT: DAF PROJECT: MISC TASK: 970 DATE: 11/25/2005
008700, /******
008800, /* DIVISION OF STATEWIDE ACCOUNTING REPORTS
008900, /* *****
009000, //STEP010 EXEC XA90GENR
009100, //BUILD.CMWKF02 DD *
009200, EXEC FCNTL FAS CONTRL
009300, EXEC FFINCL FAS FINCL
009400, EXEC FTABLE FAS TABLES
```

DAFEWRPQ – publishes all reports from QUAL to the web

This is part of the nightly processing, but can be done during the day if needed. When the reports are created the mainframe definitions for retention times, report date, org/agy, and view controls are associated with the report. The Application Administrator or CSC has the ability to submit the job.

```
(CICSMRP4) EDIT:XAS.PAN.ALLUSER.PANLIB(DAFEWRPQ) SYS004 - 12 COL=1-72 (1/1)
INPUT ==>, ,SCROLL:,CSR
==CMT>,XA90GENR - GENERATE WEB REPORTS - STARS
***** ,-----1-----2-----3-----4-----5-----6-----7--
008800, /* DIVISION OF STATEWIDE ACCOUNTING REPORTS
008900, /* *****
009000, //STEP010 EXEC XA90GENR
009100, //BUILD.CMWKF02 DD *
009200, EXEC QUAL QUALREPORT

DA801015 – publishes DAFR0278
(CICSMRP4) EDIT:XAS.PAN.ALLUSER.PANLIB(DA801015) SYS004 - 8UPD=0 COL=1-72 (1/1)
INPUT ==>, ,SCROLL:,CSR
==CMT>,P-CARD INTERFACE TO STARS & H&W FISCAL
***** ,-----1-----2-----3-----4-----5-----6-----7--
011300, // IF ^ ABEND THEN
011400, //PROC030 EXEC XA90GENS
011500, //BUILD.CMWKF02 DD *
011600, DSAONLY DAFR0278 DAF.S80.PCARD.RPT(0)
011700, // ENDIF
```

DA809102 – Publishes DAFR2671 and DAFR0275

```
(CICSMRP4) EDIT:XAS.PAN.ALLUSER.PANLIB(DA809102) SYS004 - 11 COL=1-72 (1/1)
INPUT ==>,SCROLL:,CSR
==CMT>,TREASURER'S RECON REPORTS - DAFR2671 & DAFR0275
*****1-----2-----3-----4-----5-----6-----7--
005200, DELETE (DAF.S80.SEQ.FD267)
005300, DELETE (DAF.S80.SEQ.FD275)
005400, DELETE (TRO.S80.TREAS.GRANT)
005500, DELETE (TRO.S80.TREAS.RECON)
005600,/*
005700,/* *****
005800,/* TREASURER'S RECONCILIATION REPORT AND FILE
005900,/* *****
006000,/*
006100,/*PROC010 EXEC DA8091PT,SYS=S80
006200,/*
006300,/* IF ^ ABEND THEN
006400,/*PROC020 EXEC XA90GENR
006500,/*BUILD.CMWKF02 DD *
006600,EXECDSAONLY DA809102
006700,/* ENDIF
```

DA90REST – will restore a report dataset so that it can be re-published to the web. Reports are created every night from STARS and FAS as part of the nightly batch processing. Each report output is defined to a specific dataset. Those datasets are renamed as DAF.S90.SEQ.*. When reports are published to the web, the programs look for data contained in these datasets. The datasets are emptied at the beginning of each new cycle. DA90REST allows us to retrieve reports created up to 30 cycles prior to the last cycle. Follow the User Instructions in the JCL when submitting the job. The file creating the actual report information that DA90REST reads is DAF.S90.BKUP.REPORTS.RPTFILE(). The file the job creates is DAF.S90.COPY.SEQ*. This dataset is the one that must be used when republishing (On Demand) the report. The Application Administrator will generally submit this.

ARCHIVED REPORTS

The Offline/Archive switch discussed in the User Reporting Control Maintenance section of this document controls which reports will be archived, or store for a longer period of time than other reports. The archived reports are viewed via an IE interface and are only accessible by SCO.

ONLINE (WEB) REPORTING MAINTENANCE

The Online (web) Reporting Maintenance is comprised of two levels of administrators and three functional categories.

The administrator levels are the statewide Application Administrator (SCO) level, and an agency administrator level. The IT Systems Administrator must set up the Application Administrator to be able to perform user maintenance. This is currently done by manually

updating the database. Application administrators define agency administrators as part of regular user maintenance.

The three functional categories are User Maintenance, which is where individual users are set up, reports assigned to them, and their rights defined; Report Maintenance where reports can be manually deleted from the database; and View Reports, which is accessed by end users to see their reports.

USER MAINTENANCE

To perform User Maintenance, select Online Reporting for the Applications Selection Menu Page. Follow the options displayed on the page.

You must choose a SYS ID to associate with the user. If a person needs to be an agency administrator or to view reports defined in more than one SYS ID, you will need to repeat the process until all requested reports have been added. The exception to this is applying the Report Download Access. If a user is given this access it will apply to all SYS IDs they can access.

If a user needs to be given access to only certain portions of a report, only some report requests, or statewide access, you need to set their 'permissions'. Clicking on the person's name will bring up a list of all reports defined for them. Follow the instructions on the screen until the page displayed is as follows:

The screenshot shows a web browser window titled "Edit User Merideth Hackney - Microsoft Internet Explorer". The address bar shows a URL from the state of Idaho's website. The page header is "Idaho State Controller's Office Online Reports". The main heading is "Edit Permissions (SFINCL STARS FINANCIAL REPORTS)". Below this, it says "For: Merideth Hackney, Agency 140" and provides instructions: "To display permissions for each report, click on either the Report or Report Title. Please make changes as needed and submit." There is a "Delete All Rpts" button in the top right. The main content area is a table with columns: "Reports", "Report Title", "SW", and "Delete Rpt". The first row is highlighted in blue and contains "DAFR0104" and "TRIAL BALANCE BY GRANT". Below this is a section with four "View Control" boxes (1, 2, 3, 4) and a "Delete" checkbox. Each box contains an asterisk (*). Below this are five rows of reports, each with a "View Control" box and a "Delete" checkbox. The reports are: "DAFR0115 REV. TRANS-IN, EXPEND AND TRANS-OUT BY FUND", "DAFR0117 EXPENDITURES BY INDEX, PCA AND OBJECT", "DAFR0132 MONTHLY OUTSTANDING WARRANT LISTING", "DAFR0139 RECEIVABLES AGING BY ORGANIZATION", and "DAFR0140 RECEIVABLES STATUS BY ORGANIZATION". The "View Control" boxes for the last three reports contain a checkmark (✓), while the first two contain an asterisk (*). The "Delete" checkboxes for all reports are unchecked.

Reports	Report Title	SW	Delete Rpt
DAFR0104	TRIAL BALANCE BY GRANT		<input type="checkbox"/>
View Controls			
View Control 1	View Control 2	View Control 3	View Control 4
*	*	*	*
Report List			
DAFR0115	REV. TRANS-IN, EXPEND AND TRANS-OUT BY FUND	✓	<input type="checkbox"/>
DAFR0117	EXPENDITURES BY INDEX, PCA AND OBJECT	✓	<input type="checkbox"/>
DAFR0132	MONTHLY OUTSTANDING WARRANT LISTING	✓	<input type="checkbox"/>
DAFR0139	RECEIVABLES AGING BY ORGANIZATION	✓	<input type="checkbox"/>
DAFR0140	RECEIVABLES STATUS BY ORGANIZATION	✓	<input type="checkbox"/>

An asterisk in the boxes indicates there are no restrictions for that report. To set restrictions key the information the person is allowed to see in the appropriate box. For

example, if they can only see the DAFR0104 for Fund 0480, you would enter 0480 in the Fund box.

VIEW REPORTS

To view reports, click either View Reports option from the main menu and follow the directions on the page. Reports are viewed in PDF format. For best results use at least version 6 of Adobe reader. (NOTE: if a person has access to only one SYS ID, they will not see a display of SYS IDs to choose from. The system will take them directly to their report listing.)

REPORT MAINTENANCE

The report maintenance option gives the Application Administrator the ability to manually delete reports from the database. Under normal circumstances it is not necessary to perform report maintenance. However, there may be occasions when a report was defined incorrectly in the Utility Web Report Publisher and you need to delete the first report and re-publish it with the correct definitions. See the Jobs and Reports section of this document.

LIST OF REPORTS AND DATASET NAMES

View F:\Meri\STARS Report Worksheet.xls for a complete list of reports and their data set names.